STAFFING PLAN: CHILD CARE CENTERS

State of Michigan
Department of Human Services Office of Children and Adult Licensing

List information for all staff and volunteers in the program.

Facility Name:			License Number:										
Signature:	÷:			Title:					Date:				
(Licensee or Authorized Designee)													
	Name Position		Work Schedule				Last		Date of Completion			Staff Screened For Convictions/Abuse	
	Name	Position	Hours Per Week	Days	Times	TB Test	Physical	Infant CPR	Adult CPR	First Aid	For Conviction Yes	ns/Abuse No	
Authority: Completion: Consequence:	e: Failure to provide requested information may result in license denial			The Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your county.									

You may copy this form if you need additional sheets.